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25X1A8a

REGULATION

FB 20-10
25 March 1959

SUBJECT : PERIODIC AND LONGEVITY STEP-INCREASES

25X1A8a RESCISSION: Notice 58-5 dated 17 January 1958

1. POLICY

Periodic and longevity step-increases will be granted to personnel compensated under the schedule contained in the Classification Act of 1949, 63 Stat. 954, as amended. They will be granted automatically unless the Office of Personnel is notified in writing that the individual's performance is unsatisfactory.

2. CONDITIONS OF ELIGIBILITY

a. To be eligible for the periodic increase of one step within the pay range of his grade, the employee must fulfill the following requirements:

- (1) He must be receiving pay at less than the maximum scheduled pay rate of his grade.
- (2) He must have completed satisfactorily the prescribed period (52 calendar weeks for grades GS-10 and below, and 78 calendar weeks for grades GS-11 and above) and his most recent fitness report must indicate satisfactory performance.
- (3) He must not have received during the prescribed period an "equivalent increase in compensation," which means any increase or increases in basic compensation which equal or exceed the step-increase in his current grade.

b. To be eligible for the longevity step-increase, which is one full step above the maximum scheduled rate of his grade (or an increase sufficient to complete a full step when the employee's rate of compensation is not a standard maximum or longevity rate for his grade), the employee's most recent fitness report must indicate satisfactory performance and he must have completed the following prescribed periods:

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(1) Aggregate Period: at least ten years of Federal civilian service in the employee's present position, or in positions of equivalent or higher grade. Civilian service creditable toward the aggregate period need not be continuous

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and may include intervening periods of military service at any grade. Periods of absence without pay in excess of 26 workweeks in any calendar year are not creditable.

- (2) Longevity Period: three continuous years of the aggregate period, in a position compensated at (a) the maximum scheduled rate of the employee's grade; or (b) at a longevity rate of his grade; or (c) at a rate in excess of such maximum scheduled rate in accordance with a provision of law; or (d) in a grade higher than his current grade, at any of the rates specified in (a), (b), or (c) above. Military service at any grade which interrupts continuous service at one of the above rates is creditable for longevity step-increases. The longevity period shall be extended to make up for any unpaid absences which total more than six workweeks.

- c. Only one longevity step-increase may be granted per longevity period and no more than three successive longevity step-increases may be given within a grade.

3. EFFECTIVE DATE

- a. Periodic and longevity step-increases become effective at the beginning of the biweekly pay period following fulfillment of the conditions of eligibility.
- b. When a step-increase is delayed beyond its proper effective date solely through administrative error, the step-increase will be made effective as of the date it was properly due.
- c. The effective date of an approved step-increase, granted after a period of ineligibility because of unsatisfactory performance, will be the first day of the biweekly pay period after receipt in the Office of Personnel of certification of satisfactory performance.

4. RESPONSIBILITIES

In the absence of notification in writing that the employee's performance is unsatisfactory, the Office of Personnel will process the step increase when due. Therefore [redacted] are responsible for notifying the Chief, [redacted] 30 days in advance of the due date if a step increase is to be withheld. (See paragraph 5.a. below.) If necessary a tickler system should be established at each [redacted]

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5. POSTPONEMENT OF STEP-INCREASE

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b. When an employee's regularly scheduled step-increase has been postponed, he will be ineligible for such an increase until the end of the probationary period. At that time the [REDACTED] will recommend to the Chief, [REDACTED] one of the following courses of action.

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- (1) The step-increase should be made effective as soon as possible because the employee has brought his performance to a satisfactory level.
- (2) The step-increase should be suspended pending adverse action or reassignment to another position because the employee has not brought his performance to a satisfactory level.
- (3) The step-increase should be suspended for an additional 30 days to permit further review of the employee's performance. The specific reasons for granting this extension must be stated. At the close of the 30-day extension period, a further memorandum recommending the course of action in subparagraph (1) or (2) immediately above must be submitted.

25X1A8a c. The Chief, [REDACTED] will notify the employee in writing of the action to be taken under paragraph 5.b. above.

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Chief, [REDACTED] 25X1A8a

APPROVED:

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Assistant Director for Operations

Date: 31 Mar 1959

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| UNCLASSIFIED | | CONFIDENTIAL | | SECRET | |
| CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP | | | | | |
| TO | NAME AND ADDRESS | | INITIALS | DATE | |
| 1 | [REDACTED] | | [REDACTED] | 26/3 | |
| 2 | FOIAb3b | | [REDACTED] | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| ACTION | | DIRECT REPLY | | PREPARE REPLY | |
| APPROVAL | | DISPATCH | | RECOMMENDATION | |
| COMMENT | | FILE | | RETURN | |
| CONCURRENCE | | INFORMATION | | 2 SIGNATURE | |
| Remarks: <p>This regulation reverts to the old system of automatic step increases unless Personnel is told to withhold one for unsatisfactory service.</p> <p>Thus it becomes the responsibility of the [REDACTED] to inform us if a step increase is to be withheld. We will no longer ask for certification as they become due. Current personnel actions record date of grade and date of PSI therefore the [REDACTED] can easily set up a tickler system. There is a small risk that one unsatisfactory one might get through - but we usually know back here if there is a problem.</p> | | | | | |
| FOLD HERE TO RETURN TO SENDER | | | | | |
| FROM: NAME, ADDRESS AND PHONE NO. | | | | DATE | |
| [REDACTED] | | | | | |
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